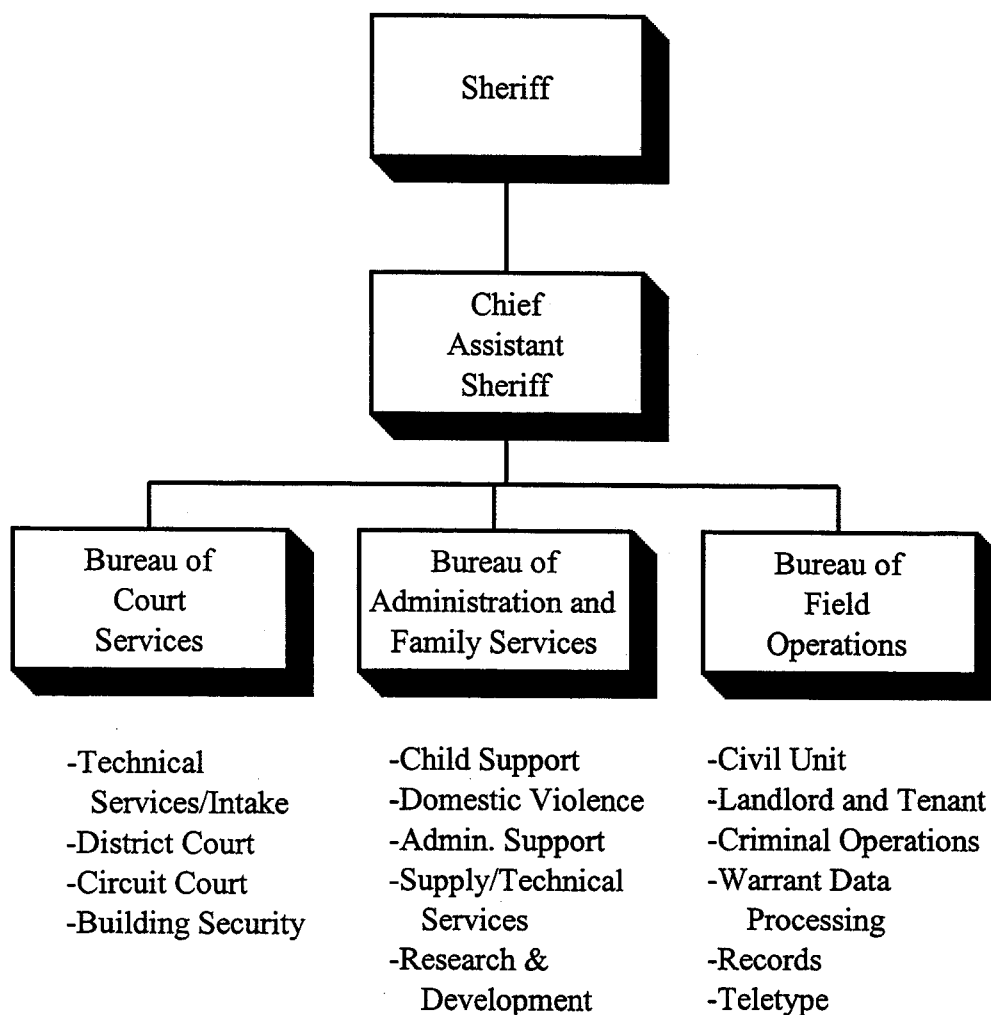


OFFICE OF THE SHERIFF - 55

MISSION

To maintain the integrity of and provide all mandated public services in a professional and effective manner, through teamwork and commitment to excellence.

ORGANIZATION CHART



DESCRIPTION OF SERVICES

- The Sheriff provides a number of services to the community including:
 - the investigation and service of all criminal warrants and indictments.
 - return of wanted fugitives from foreign jurisdictions.
 - the service of civil processes, including landlord and tenant actions.
 - the collection of judgments, fines, and costs.
 - prisoner custody and transportation.
 - execution of special court orders.

- In addition, the Sheriff provides courtroom security to Circuit, Juvenile, and Domestic Relations Courtrooms.
- The Office of the Sheriff provides all process and warrants service necessary in connection with Child Support Enforcement activities and Domestic Violence matters.

FY2002 HIGHLIGHTS

- The Office of the Sheriff converted most of its Court Security Officer positions to Deputy Sheriffs. The conversion of these limited law enforcement positions to full-functioning deputies provided the Sheriff with a more flexible workforce. In the past year, the Office of the Sheriff had a great deal of difficulty filling the court security positions; the Deputy Sheriff openings were easier to fill.
- An aggressive public relations campaign distributed information about the Sheriff's available services at more than 60 community and neighborhood events throughout the year. Additionally, the creation of new concepts, such as Fathers Day cards for dads delinquent in child support obligations and printed wanted posters, assisted in bringing to justice numerous absconders.
- The agency depended on coincidental arrests to close approximately 20,000 warrants each year. As a result of aggressive partnerships with allied agencies, the efforts of a newly formed warrant review committee, and a Hot Spot grant, the Office of the Sheriff closed an additional 28,000 warrants in this fiscal year.

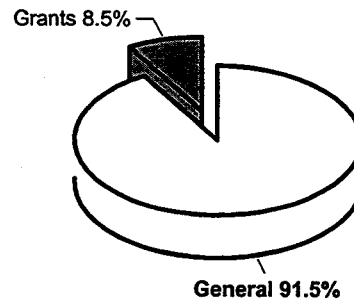
FY2003 OVERVIEW

- The Office of the Sheriff will continue to move towards accreditation during FY2003.
- Funds are included in FY2003 to continue a rotating replacement of bulletproof vests. These vests have a limited life-span, and this new rotating program will allow the Sheriff to replace some of the vests in service each year.
- Through the reallocation of staff and resources, the Sheriff will provide security during the Prince George's County Courthouse renovation. Additional locations in Upper Marlboro requiring service include the Circuit Court Annex, the Chrysler Building and the County Administration Building.

	FY2001 ACTUAL	FY2002 BUDGET	FY2002 ESTIMATED	FY2003 APPROVED	CHANGE FY2002-FY2003
TOTAL EXPENDITURES	\$ 15,847,051	\$ 17,718,900	\$ 19,124,200	\$ 18,747,800	5.8%
EXPENDITURE DETAIL					
Administration	1,783,129	2,258,600	2,928,800	2,230,900	-1.2%
Operations Support	1,985,406	2,191,300	2,362,700	2,737,500	24.9%
Civil	1,894,638	2,328,400	1,824,700	2,023,200	-13.1%
Court Security	4,465,806	4,609,600	4,961,900	4,722,300	2.4%
Criminal Operations	1,802,640	1,829,200	2,200,100	1,919,100	4.9%
Intake Records	2,337,084	2,257,300	2,257,200	1,911,400	-15.3%
Transportation	693,357	726,700	733,200	788,500	8.5%
Domestic Violence	861,550	814,400	952,100	824,500	1.2%
Grants	39,130	708,400	908,500	1,595,400	125.2%
Recoveries	(15,689)	(5,000)	(5,000)	(5,000)	0%
TOTAL	\$ 15,847,051	\$ 17,718,900	\$ 19,124,200	\$ 18,747,800	5.8%
SOURCES OF FUNDS					
General Fund	\$ 15,807,921	\$ 17,010,500	\$ 18,215,700	\$ 17,152,400	0.8%
Other County Operating Funds:					
Grants	39,130	708,400	908,500	1,595,400	125.2%
TOTAL	\$ 15,847,051	\$ 17,718,900	\$ 19,124,200	\$ 18,747,800	5.8%

FY2003 SOURCES OF FUNDS

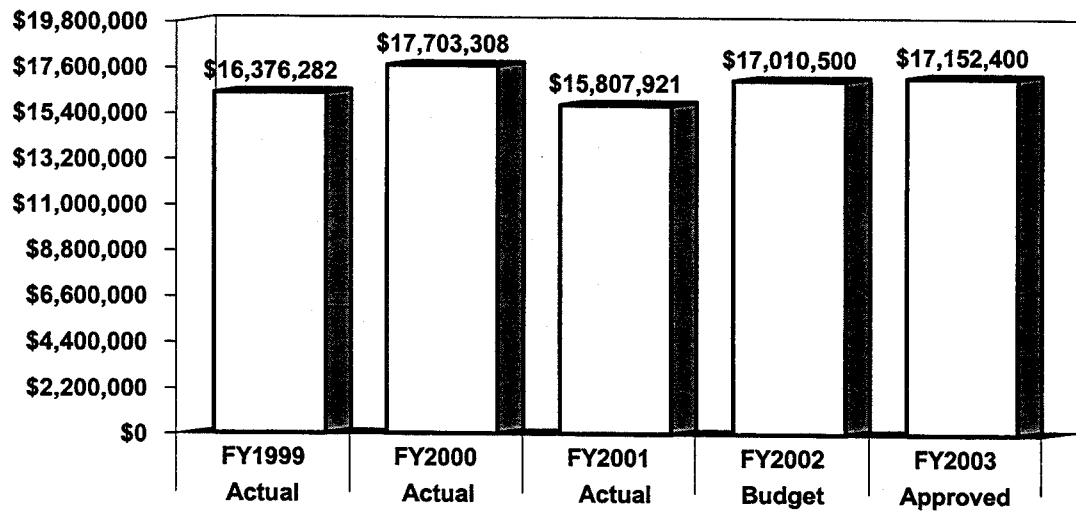
The Office of the Sheriff receives two thirds of the funding for its Child Support Enforcement Unit from grant funds.



	FY2001 BUDGET	FY2002 BUDGET	FY2003 APPROVED	CHANGE FY2002-FY2003
GENERAL FUND STAFF				
Full Time - Civilian	89	89	89	0
Full Time - Sworn	127	149	146	-3
Part Time	0	0	0	0
Limited Term Grant Funded	0	0	0	0
OTHER STAFF				
Full Time - Civilian	4	4	4	0
Full Time - Sworn	11	11	11	0
Part Time	0	0	2	2
Limited Term Grant Funded	0	0	0	0
TOTAL				
Full Time - Civilian	93	93	93	0
Full Time - Sworn	138	160	157	-3
Part Time	0	0	2	2
Limited Term	0	0	0	0

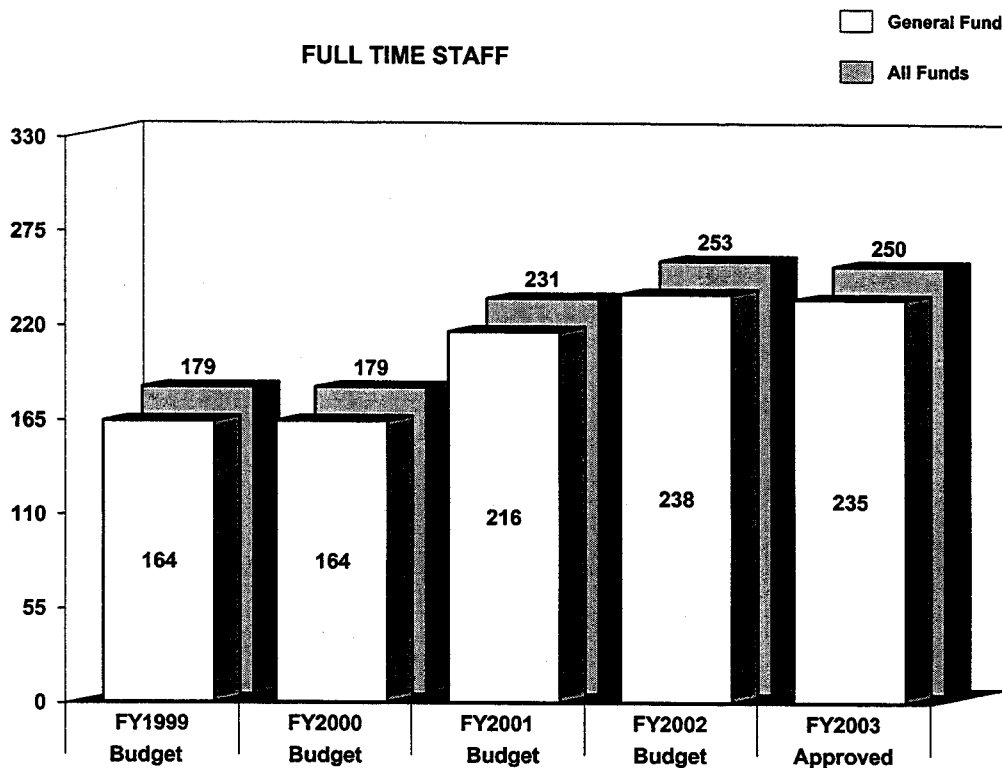
POSITIONS BY CATEGORY	FULL TIME	PART TIME	LIMITED TERM
Sworn			
Sheriff	1	0	0
Assistant Sheriffs	4	0	0
Deputy Sheriffs Officials	6	0	0
Front Line Supervisors	24	0	0
Deputy Sheriffs	121	0	0
Court Security Officers	1	0	0
Civilian			
Public Safety Aides	28	0	0
Professional Civilians	6	0	0
Intake Technicians	9	0	0
Clerical Civilians	50	2	0
TOTAL	250	2	0

GENERAL FUND EXPENDITURES



The Office of the Sheriff's budget has increased 4.7% since FY1999. The FY2003 budget includes the imposition of a salary lapse plus enhancements for applicant investigation, recruiting and uniform replacement.

FULL TIME STAFF



The increase in FY2002 represents the addition of 22 Court Security Officers. The slight decrease in FY03 includes the conversion of 22 Court Security Officer positions to 18 Deputy Sheriffs and 1 Court Security Officer.

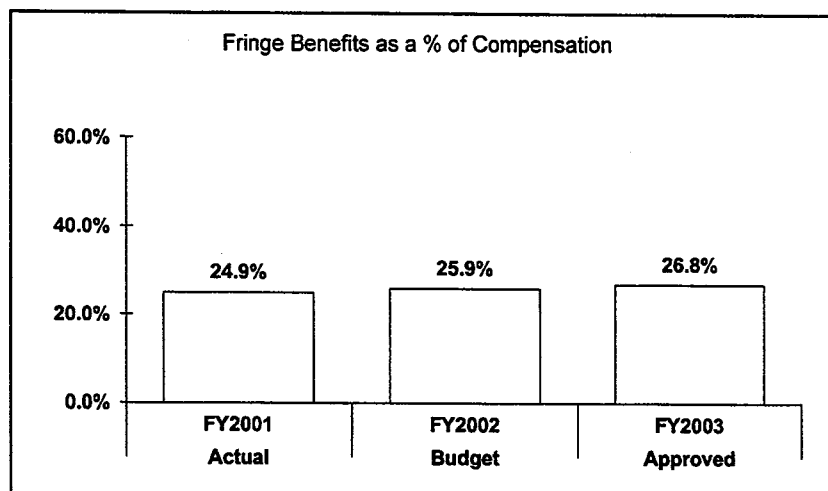
PERFORMANCE MEASURES	FY1999 ACTUAL	FY2000 ACTUAL	FY2001 ACTUAL	FY2002 ESTIMATED	FY2003 PROJECTED
<i>Civil Division</i>					
Circuit Court papers received	17,687	18,143	15,240	14,914	15,361
Out-of state papers received	4,164	4,380	4,696	4,800	4,837
District Court papers received	-	8,298	7,781	8,993	9,262
Child Support Arrests	-	1,912	1,826	1,668	1,718
<i>Court Security Division</i>					
Circuit Court prisoners handled	13,818	13,716	12,284	12,022	11,900
Courthouse contraband	8,836	4,750	5,078	5,675	6,140
District Court prisoners handled	-	7,614	5,119	5,260	5,360
<div>Prisoner custody services for the District Court were initiated during FY2000.</div>					
<i>Special Operations Division</i>					
Ex-parte received	6,202	7,057	6,731	6,798	6,866
Emergency Petitions received	357	413	259	350	300

	FY2001 ACTUAL	FY2002 BUDGET	FY2002 ESTIMATED	FY2003 APPROVED	CHANGE FY2002-FY2003
EXPENDITURE SUMMARY					
Compensation	\$ 11,432,505	\$ 11,497,600	\$ 12,439,400	\$ 11,511,700	0.1%
Fringe Benefits	2,851,777	2,975,600	3,117,300	3,086,300	3.7%
Operating Expenses	1,539,328	2,542,300	2,664,000	2,559,400	0.7%
Capital Outlay	0	0	0	0	0%
	\$ 15,823,610	\$ 17,015,500	\$ 18,220,700	\$ 17,157,400	0.8%
Recoveries	(15,689)	(5,000)	(5,000)	(5,000)	0%
TOTAL	\$ 15,807,921	\$ 17,010,500	\$ 18,215,700	\$ 17,152,400	0.8%
STAFF					
Full Time - Civilian	-	89	-	89	0%
Full Time - Sworn	-	149	-	146	-2%
Part Time	-	0	-	0	0%
Limited Term Grant	-	0	-	0	0%

The budget for FY2003 includes funds for 146 sworn and 89 civilian full-time permanent positions, plus merit and cost of living adjustments.

Operating expenses include funds for vehicle maintenance, operating supplies, and the County's match for the Child Support Enforcement grant.

MAJOR OPERATING EXPENDITURES FY2003	
Vehicle and Heavy Equip Main.	\$ 502,700
Operating and Office Supplies	\$ 431,300
InterAgency Charges	\$ 384,000
Office Automation	\$ 310,800
General and Administrative Contracts	\$ 219,000



ADMINISTRATION - 01

The Administration Division provides overall direction, coordination and supervision of the agency's programs, including the preparation and monitoring of the agency's budget, financial reports, payroll and personnel records.

	FY2001 ACTUAL	FY2002 BUDGET	FY2002 ESTIMATED	FY2003 APPROVED	CHANGE FY2002-FY2003
EXPENDITURE SUMMARY					
Compensation	\$ 1,308,032	\$ 1,175,600	\$ 1,719,100	\$ 1,166,100	-0.8%
Fringe Benefits	299,427	349,900	430,800	312,600	-10.7%
Operating Expenses	175,670	733,100	778,900	752,200	2.6%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 1,783,129	\$ 2,258,600	\$ 2,928,800	\$ 2,230,900	-1.2%
Recoveries	0	0	0	0	0%
TOTAL	\$ 1,783,129	\$ 2,258,600	\$ 2,928,800	\$ 2,230,900	-1.2%
STAFF					
Full Time - Civilian	-	12	-	12	0%
Full Time - Sworn	-	6	-	6	0%
Part Time	-	0	-	0	0%
Limited Term Grant	-	0	-	0	0%

OPERATIONS SUPPORT - 02

The Operations Support Division provides the support staff to maintain the daily supervision, coordination and administration of all aspects of the Office of the Sheriff. This includes maintaining current inventories of supplies and equipment, conducting internal investigations, and establishing written procedures. The increase in FY2003 proposed compensation includes \$318,000 for a new class of deputy sheriffs.

	FY2001 ACTUAL	FY2002 BUDGET	FY2002 ESTIMATED	FY2003 APPROVED	CHANGE FY2002-FY2003
EXPENDITURE SUMMARY					
Compensation	\$ 606,534	\$ 582,100	\$ 696,400	\$ 1,008,100	73.2%
Fringe Benefits	168,289	148,100	174,500	270,300	82.5%
Operating Expenses	1,210,583	1,461,100	1,491,800	1,459,100	-0.1%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 1,985,406	\$ 2,191,300	\$ 2,362,700	\$ 2,737,500	24.9%
Recoveries	(1)	(5,000)	(3,400)	(5,000)	0%
TOTAL	\$ 1,985,405	\$ 2,186,300	\$ 2,359,300	\$ 2,732,500	25%
STAFF					
Full Time - Civilian	-	4	-	4	0%
Full Time - Sworn	-	3	-	3	0%
Part Time	-	0	-	0	0%
Limited Term Grant	-	0	-	0	0%

CIVIL - 03

The Civil Division processes all Circuit Court and District Court summons, both criminal and civil, and collects all fines, court costs and judgments made by the Circuit Court and District Court.

	FY2001 ACTUAL	FY2002 BUDGET	FY2002 ESTIMATED	FY2003 APPROVED	CHANGE FY2002-FY2003
EXPENDITURE SUMMARY					
Compensation	\$ 1,548,220	\$ 1,844,600	\$ 1,447,500	\$ 1,584,100	-14.1%
Fringe Benefits	346,418	469,400	362,800	424,700	-9.5%
Operating Expenses	0	14,400	14,400	14,400	0%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 1,894,638	\$ 2,328,400	\$ 1,824,700	\$ 2,023,200	-13.1%
Recoveries	0	0	0	0	0%
TOTAL	\$ 1,894,638	\$ 2,328,400	\$ 1,824,700	\$ 2,023,200	-13.1%
STAFF					
Full Time - Civilian	-	8	-	8	0%
Full Time - Sworn	-	14	-	14	0%
Part Time	-	0	-	0	0%
Limited Term Grant	-	0	-	0	0%

COURT SECURITY - 04

The Court Security Division is responsible for the security of all Circuit courtrooms in Prince George's County, as well as the security of all persons in custody appearing before the Circuit Court. The Division monitors the entry and passage of citizens in the County Courthouse in Upper Marlboro in order to avert dangerous situations.

	FY2001 ACTUAL	FY2002 BUDGET	FY2002 ESTIMATED	FY2003 APPROVED	CHANGE FY2002-FY2003
EXPENDITURE SUMMARY					
Compensation	\$ 3,497,966	\$ 3,575,200	\$ 3,949,400	\$ 3,625,700	1.4%
Fringe Benefits	963,881	909,900	989,700	972,100	6.8%
Operating Expenses	3,959	124,500	22,800	124,500	0%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 4,465,806	\$ 4,609,600	\$ 4,961,900	\$ 4,722,300	2.4%
Recoveries	(200)	0	0	0	0%
TOTAL	\$ 4,465,606	\$ 4,609,600	\$ 4,961,900	\$ 4,722,300	2.4%
STAFF					
Full Time - Civilian	-	29	-	29	0%
Full Time - Sworn	-	74	-	71	-4.1%
Part Time	-	0	-	0	0%
Limited Term Grant	-	0	-	0	0%

CRIMINAL OPERATIONS - 05

The Criminal Operations Division investigates and serves all warrants and indictments issued by the Circuit Court and District Court. The Division also serves warrants sworn to by citizens, County agencies and other jurisdictions and handles all extraditions from other jurisdictions.

	FY2001 ACTUAL	FY2002 BUDGET	FY2002 ESTIMATED	FY2003 APPROVED	CHANGE FY2002-FY2003
EXPENDITURE SUMMARY					
Compensation	\$ 1,334,089	\$ 1,335,600	\$ 1,518,900	\$ 1,392,200	4.2%
Fringe Benefits	320,935	339,900	380,600	373,200	9.8%
Operating Expenses	147,616	153,700	300,600	153,700	0%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 1,802,640	\$ 1,829,200	\$ 2,200,100	\$ 1,919,100	4.9%
Recoveries	(15,488)	0	(1,600)	0	0%
TOTAL	\$ 1,787,152	\$ 1,829,200	\$ 2,198,500	\$ 1,919,100	4.9%
STAFF					
Full Time - Civilian	-	5	-	5	0%
Full Time - Sworn	-	15	-	15	0%
Part Time	-	0	-	0	0%
Limited Term Grant	-	0	-	0	0%

INTAKE RECORDS - 06

The Intake and Records Division is comprised of three sections. The Records Section receives and closes criminal warrants as prescribed by Federal and State law. The Intake Section photographs, fingerprints and serves warrants on persons arrested and transported from various law enforcement and court facilities. This section operates on a 24-hour, seven-days-a-week basis. The Warrant Clerical Section is responsible for placing warrants on the computer, for closing warrants, and for responding to warrant information requests from other law enforcement agencies. This section also updates criminal warrants files. A significant portion of the Sheriff FY2003 salary lapse was taken in this Division.

	FY2001 ACTUAL	FY2002 BUDGET	FY2002 ESTIMATED	FY2003 APPROVED	CHANGE FY2002-FY2003
EXPENDITURE SUMMARY					
Compensation	\$ 1,841,734	\$ 1,768,100	\$ 1,772,600	\$ 1,475,400	-16.6%
Fringe Benefits	493,850	448,800	444,200	395,600	-11.9%
Operating Expenses	1,500	40,400	40,400	40,400	0%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 2,337,084	\$ 2,257,300	\$ 2,257,200	\$ 1,911,400	-15.3%
Recoveries	0	0	0	0	0%
TOTAL	\$ 2,337,084	\$ 2,257,300	\$ 2,257,200	\$ 1,911,400	-15.3%
STAFF					
Full Time - Civilian	-	29	-	29	0%
Full Time - Sworn	-	24	-	24	0%
Part Time	-	0	-	0	0%
Limited Term Grant	-	0	-	0	0%

TRANSPORTATION - 07

The Transportation Division moves prisoners between County and State institutions. This includes transportation between the Correctional Center, the Prince George's County Courthouse and County police stations, as well as to and from other counties within the State of Maryland for court appearances.

	FY2001 ACTUAL	FY2002 BUDGET	FY2002 ESTIMATED	FY2003 APPROVED	CHANGE FY2002-FY2003
EXPENDITURE SUMMARY					
Compensation	\$ 561,723	\$ 573,700	\$ 580,700	\$ 616,300	7.4%
Fringe Benefits	131,634	146,000	145,500	165,200	13.2%
Operating Expenses	0	7,000	7,000	7,000	0%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 693,357	\$ 726,700	\$ 733,200	\$ 788,500	8.5%
Recoveries	0	0	0	0	0%
TOTAL	\$ 693,357	\$ 726,700	\$ 733,200	\$ 788,500	8.5%
STAFF					
Full Time - Civilian	-	0	-	0	0%
Full Time - Sworn	-	8	-	8	0%
Part Time	-	0	-	0	0%
Limited Term Grant	-	0	-	0	0%

DOMESTIC VIOLENCE - 09

The Domestic Violence Division is responsible for serving all domestic violence-related court processes and warrants, including ex-parte orders, protective orders, and show cause orders. This Division is also responsible for serving emergency petitions and high-risk warrants.

	FY2001 ACTUAL	FY2002 BUDGET	FY2002 ESTIMATED	FY2003 APPROVED	CHANGE FY2002-FY2003
EXPENDITURE SUMMARY					
Compensation	\$ 734,207	\$ 642,700	\$ 754,800	\$ 643,800	0.2%
Fringe Benefits	127,343	163,600	189,200	172,600	5.5%
Operating Expenses	0	8,100	8,100	8,100	0%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 861,550	\$ 814,400	\$ 952,100	\$ 824,500	1.2%
Recoveries	0	0	0	0	0%
TOTAL	\$ 861,550	\$ 814,400	\$ 952,100	\$ 824,500	1.2%
STAFF					
Full Time - Civilian	-	2	-	2	0%
Full Time - Sworn	-	5	-	5	0%
Part Time	-	0	-	0	0%
Limited Term Grant	-	0	-	0	0%

	FY2001 ACTUAL	FY2002 BUDGET	FY2002 ESTIMATE	FY2003 APPROVED	CHANGE FY2002-FY2003
EXPENDITURE SUMMARY					
Compensation	\$ 720,571	\$ 721,700	\$ 775,600	\$ 908,900	25.9%
Fringe Benefits	188,679	194,200	200,900	232,200	19.6%
Operating Expenses	139,098	157,400	296,900	838,300	432.6%
Capital Outlay	0	0	0	0	0.0%
Sub-Total	\$ 1,048,348	\$ 1,073,300	\$ 1,273,400	\$ 1,979,400	84.4%
Recoveries	(1,009,218)	(364,900)	(364,900)	(384,000)	64.4%
TOTAL	\$ 39,130	\$ 708,400	\$ 908,500	\$ 1,595,400	125%

The Cooperative Reimbursement Program/Child Support Enforcement Grant funds a special unit within the Office of the Sheriff that is responsible for service of process and writs of attachment to persons who are in arrears with child support payments. This unit is further responsible for providing security for two courtrooms specializing in child support cases. In Fiscal Year 2001, this grant was administered in the County's Office of Child Support Enforcement, and the Sheriff's expenditures were entirely recovered out of that Office. Since that Office was transferred to the State in FY2002, the Office of the Sheriff now provides the County match for this portion of the grant.

Compensation includes funds for 15 full time and 2 part time positions. Of these positions, 11 are sworn and 6 are civilians. The position count is a slight increase over the FY2002 Budget.

Fringe Benefits represent the value of the County's total benefits program charged to Grant Funds.

Operating expenses include funds for rent, vehicle expenses, uniform allowances, operating equipment and supplies, and other operating expenses necessary for the operation of the grant programs. Also included in FY2003 is \$63,740 from the Governor's Office of Crime Control and Prevention for warrant service in HotSpot Communities, as well as \$49,400 for Domestic Violence.

	FY2002			FY2003		
	FT	PT	TOTAL	FT	PT	TOTAL
POSITION SUMMARY						
Child Support Enforcement	15	0	15	15	2	17
TOTAL	15	0	15	15	2	17

Program	FY2001 Actual	FY2002 Budget	FY2002 Estimate	FY2003 Approved	FY2003 - FY2002 Budget	
					\$ Change	% Change
Child Support Enforcement	\$ 1,009,218	\$ 708,400	\$ 709,900	\$ 865,400	\$ 157,000	22.16%
Cease Fire Grant- Mobile Data						
Terminals	0	0	51,600	116,900	116,900	N/A
Domestic Violence Protective						
Order Entry & Service Grant	0	0	78,600	0	0	N/A
Bulletproof Vests	0	0	2,600	0	0	N/A
HotSpots Grant	39,130	0	15,000	63,700	63,700	N/A
Domestic Violence - Maryland						
Victims of Crime	0	0	0	49,400	49,400	N/A
Local Law Enforcement Block						
Grant	0	0	50,800	500,000	500,000	N/A
Grants Spending	\$ 1,048,348	\$ 708,400	\$ 908,500	\$ 1,595,400	887,000	125.21%
County Cash	\$ (1,009,218)	\$ 364,900	\$ 364,900	\$ 384,000	19,100	5.23%
TOTAL	\$ 39,130	\$ 1,073,300	\$ 1,273,400	\$ 1,979,400	\$ 906,100	84.42%